CHRONIC DISEASE PREVENTION SPECIALIST I

DEFINITION
Under close supervision, this position assists higher-level classes by performing various duties relative to the County’s Chronic Disease Prevention and Health Promotion Programs.

DISTINGUISHING CHARACTERISTICS
This is the entry-level class in the Chronic Disease Prevention series. Incumbents in this class work in a trainee capacity initially. As experience, skills, and knowledges are acquired the scope of assignments increases accordingly.

EXAMPLES OF DUTIES
1. Assist in developing target groups, educational/training materials, setting up, and taking down training equipment, distributing training materials; maintaining, inventorying, and replenishing training materials as needed
2. Perform assigned administrative functions in support of health care program administration
3. May conduct training sessions in the presence of higher level Specialist
4. Provide technical assistance to individuals and community groups and agencies
5. May assist in the development, coordination and follow-up of national and state health promotion activities, and informational campaigns
6. Compile data, generate reports and provide input for status reports of programs in place
7. Review materials and publications to stay abreast of issues related to chronic disease prevention or health promotion and service programs

QUALIFICATIONS
A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Some knowledge of:
1. Principles and techniques used in health care and health promotion programs
2. Methods used in conducting and assessing research sampling and statistical surveys
3. Principles and techniques used in developing training materials

Skill and Ability to:
1. Compile, organize and analyze data
2. Establish and maintain effective work relationships with those contracted through the course of work including individuals from diverse socioeconomic and cultural groups
3. Operate audio visual equipment

4. Work under limited supervision in field settings

5. Communicate clearly both orally and in writing; write clear and concise reports; speak effectively before groups

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

1. Completion of coursework leading to a bachelors degree in public/ community health education, education, behavioral or life science, sociology, biology or psychology.

CLASS HISTORY

Class Code: 50J01
Established Date: January 1990
Revised Date: N/A
Former Title: N/A

CLASS DATA

Job Group: 14
EEO Category: PP
Work Comp. Code: 8810
Bargaining/Employee Unit: J
FLSA: C
MOCO OT: Y


Approved by:

/s/ John Enos
County Administrative Office

June 22, 1990
Date